



**Fielding School
of Public Health**
Master of Data Science in Health



MDSH Student Handbook

2024-2025

Training Next-Generation Health Data Scientists

<https://mdsh.ucla.edu>

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Welcome Message



Greetings! Welcome to the Master of Data Science in Health (MDSH) program at the UCLA Fielding School of Public Health. We are delighted that you're committed to a graduate, professional degree in the intersection of data science and public health.



Data-intensive research and the development of analytic tools in the health sciences continue to witness an explosion of interest largely attributable to rapid developments in high-performance computing, statistical methods and new programming environments. Technological advances have produced massive databases on a variety of health outcomes that are accessible to health science administrators, researchers, and policymakers. This data deluge ("BIG DATA") poses new challenges in training the next generation of data scientists who will be tasked with analyzing massive databases in the broader health sciences.

In this era of big data technologies, massive electronically stored digital databases carry information on a variety of health-related issues. Statistical modeling and analysis of such data will provide invaluable insights into the various processes and attributes of such data with the potential to generate new scientific discoveries, shape new health policies, and develop new practices to improve our quality of life. As these databases become increasingly accessible to data scientists, the demand for individuals with the skills to harness emerging technologies and statistical methods to tap into these treasure troves is soaring in hospitals, universities, research organizations, and the pharmaceutical and biotechnology industries, among others.

The UCLA Fielding School of Public Health launched the Master of Data Science in Health (MDSH) degree program in fall of 2023 to help meet this growing demand. This program has been tailored to meet the demands of the dynamic and complex health industry by preparing students to be leaders in the field of health data science. The program is designed to appeal to current working professionals seeking to obtain the skills to thrive in a data-rich environment as well as to recent college graduates looking to build a career in the burgeoning field. The curriculum primarily focuses on developing practical problem-solving skills that are needed for those eyeing a career in data science within the health sector. Each course will incorporate massive data sets that course participants will work with as they develop skills in data engineering, data visualization, mining and exploring of data, machine learning methods, and statistical design of research studies. The MDSH degree will require a capstone project through which students apply the data science tools they have learned to explore and solve contemporary problems in the broader health sciences and public health.

This student handbook has the essential information that you'll need as you begin your graduate career at UCLA. Should you have any questions, please reach out to our team at mdsh@ucla.edu. We are here to support you and help ensure your success throughout this program.

Sudipto Banerjee, PhD
Senior Associate Dean for Academic Programs
Professor of Biostatistics, Statistics & Data Science
UCLA Fielding School of Public Health

Hua Zhou, PhD
Director, Master of Data Science in Health (MDSH) Program
Professor of Biostatistics and Computational Medicine
UCLA Fielding School of Public Health

New Admit Checklist

Know your:

- UID (University ID)
- UCLA email address
- Single Sign On (SSO) credentials

To be ready for the academic year, complete each of these steps before orientation:

- Laptop requirements:** ensure your laptop meets minimum program requirements
- Software:** install Zoom, Adobe Reader or Acrobat, Microsoft 365 on your laptop, consider installing Zoom on your mobile device. These software are available to students free of charge.
- BruinCard:** Submit your photo for your BruinCard **by August 31st** at <https://bruincard.ucla.edu/submit-photo>. BruinCards will be handed out at Orientation.
- Photo Release:** Download, sign, and email the photo release to mdsh@ucla.edu
 - Download and sign the “English (Adult)” version [here](#)
 - Use the following file naming format “Last Name First Name_Photo Release” ex: “Zhou Hua_Photo Release.”
- Bruin Safe Online:** Install the app on your smartphone
- Career Development:** Familiarize yourself with the [CPDO website](#), sign up for [Handshake](#), and CPDO course offered on [BruinLearn](#)
- Slack:** Join UCLA Slack [and](#) complete the Slack survey [here](#)
- LinkedIn:** Create a LinkedIn Profile if you do not have one already [and](#) connect with the [MDSH program on LinkedIn](#)
- Social Media:** Follow MDSH Social Media – while not mandatory, we hope you will follow the MDSH Instagram and Twitter feeds

Program Location, Website, Administration

Master of Data Science in Health (MDSH)
UCLA Fielding School of Public Health
Department of Biostatistics
Room 51-254, Center for Health Sciences (CHS) Building
650 Charles E Young Dr S, Los Angeles, CA 90095
Website: <https://mdsh.ucla.edu/>
Email: mdsh@ucla.edu

Hua Zhou, PhD, MDSH Director

Email: huazhou@ucla.edu
Office: CHS 21-254A

Leah Loh, MPH, MBA, MDSH Interim Associate Director

Email: lloh@ph.ucla.edu
Office: CHS 26-081

Chandler Eldridge, MDSH Student Affairs Officer

Email: celdridge@ph.ucla.edu
Office: CHS 51-239A

Communication Tools and Hardware/Software Requirements

MDSH Slack Channels

Along with email, Slack is a critical tool for program communication. There are two important program channels: mdsh-wide and cohort-specific Slack channels. Please follow these steps to join Slack:

- Join the “UCLA Campus Community” slack workspace using your UCLA associated email at this link: <https://ucla.enterprise.slack.com/workspace/T01A144TVB8>
- Find your display name and change if desired (in bold next to your profile picture)
- Fill out this form: https://uclahs.az1.qualtrics.com/jfe/form/SV_d0WHbog1flyll1o and Chandler will add you to the cohort channel.

MDSH Social Media and Networking

- LinkedIn: <https://www.linkedin.com/in/uclamdsh/> if you do not have a LinkedIn Profile, please create one. See LinkedIn help article: <https://www.linkedin.com/help/linkedin/answer/a554351>
- Instagram: [@uclamdsh](https://www.instagram.com/uclamdsh)
- X (formerly Twitter): [@uclamdsh](https://twitter.com/uclamdsh)

Important Websites

- MDSH: mdsh.ucla.edu
- Fielding School of Public Health: ph.ucla.edu
- Department of Biostatistics: ph.ucla.edu/departments/biostatistics
- MyUCLA: my.ucla.edu
- BruinLearn: <https://bruinlearn.ucla.edu/courses/288>
- Create IT ticket: <https://ucla.service-now.com/> or call (310) 267-4357 (HELP) if you have any difficulty with the software requirements below

Logging into UCLA Systems: Single Sign On (SSO) and Multi-factor Authentication (MFA)

Many UCLA programs require that you use Single Sign-On and Multi-factor Authentication. To set this up, visit: <https://ociso.ucla.edu/services/multi-factor-authentication-mfa>

Laptop Requirements and Hardware

Students are required to have their own laptop. To ensure you are able to complete the work required and run the programs needed, computers with a minimum of 32GB RAM and 1 TB hard disk suffice for the MDSH coursework.

Software for Classwork

MDSH courses use a variety of statistical software programs (SAS, R/RStudio, Python), for which the instructors will show basic instructions. There is no additional cost for accessing these programs.

Zoom

The MDSH program conducts classes and events both in person and remotely. Zoom will be utilized for remote sessions. Please follow the directions below or click [here](#) for directions with images to activate your free account:

- [Log In](#) to create a UCLA Zoom account.
- [Download Zoom](#) for your computer. Note, you may also want to download on your mobile device.
 - In the Zoom App, Choose the "Sign In With SSO" button
 - Type "ucla" as the company domain

Microsoft Office 365

You are responsible for having the most up-to-date versions of Microsoft Office. UCLA Bruin Online (BOL) offers Microsoft Office 365 to active UCLA students at no charge. Students will also be able to access their Microsoft files online. To register, students need to create a Microsoft Office 365 account:

<https://it.ucla.edu/news/microsoft-office-proplus>

Adobe Reader and Adobe Creative Cloud

You are responsible for having Adobe Reader. UCLA Bruin Online (BOL) also offers students free access to Adobe Creative Cloud, which allows you access to Acrobat Pro, Photoshop Pro, and many other applications. For more information and instructions to access,

visit: <https://ucla.onthehub.com/WebStore/ProductsByMajorVersionList.aspx>

UCLA Box

Cloud storage is provided to all students via Box. For more information on accessing your UCLA Box account, visit <https://it.ucla.edu/services/email-calendaring-collaboration/box/individual-box-accounts>.

Gaining Remote UCLA Access

To learn more about gaining remote UCLA access and creating a Virtual Private Network (VPN), please visit <https://it.ucla.edu/it-support-center/services/virtual-private-network-vpn-clients>.

Campus WIFI

There are different ways to get internet on campus. For information on Wireless Access points and how to connect to the internet, visit: www.it.ucla.edu/accounts/get-access/campus-wifi.

During in-person classes and while in the CHS building, we recommend connecting to the wireless network, “eduroam.”

- Select “eduroam” from the list of available wireless networks
- You will be prompted to enter your username and password.
- Username is your full BOL email address (i.e. joebruin@ucla.edu). Simply typing “joebruin” will not let you connect.
- Password is your BOL password.

If "eduroam" gives you a hard time, FSPH also has a "medguest" WIFI, which will take you to a secure single sign-on webpage. You will sign in using your BOL username and password.

Training on computers, mobile devices and most software

Students must be familiar with the aforementioned software programs. The following resources are available:

- Campus Library Instructional Computing Commons (CLICC) – equipment lending and physical space <https://www.library.ucla.edu/about/programs/campus-library-instructional-computing-commons-clicc/>
- IT Services Knowledge Base has a repository of help articles related to account access, applications, etc. https://ucla.service-now.com/support?id=kb_view
- UCLA Digital Toolkit provides links to resources, hardware/software information and tools to facilitator learning and collaboration <https://digitaltoolkit.ucla.edu/students>

Program Logistics

Degree requirements

To graduate, the MDSH program requires students to complete 8 core courses and 4 elective courses, totaling 48 units. The minimal time to complete: 6 quarters over two academic years. The Course Schedule can be found here: <https://mdsh.ucla.edu/curriculum/classschedule/>

Academic Calendar and Course Schedule

The Academic Calendar is subject to change, please visit <https://mdsh.ucla.edu/students/calendar/> for the most updated version.

Sept 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mar 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Fall Quarter: Sept 26 – Dec 13

Winter Quarter: Jan 2 – Mar 21

Spring Quarter: Mar 26 – Jun 13

Important dates

Program Orientation Day September 27, 2024

Weekday Evening Sessions (online) | **Elective Weekday Evening Sessions**
(online, second year students only)

Weekend Sessions (in-person)

Fall Weekend 1: Sept 28-29	Winter Weekend 1: Jan 11-12	Spring Weekend 1: April 12-13
Fall Weekend 2: Oct 26-27	Winter Weekend 2: Feb 8-9	Spring Weekend 2: May 10-11
Fall Weekend 3: Nov 23-24	Winter Weekend 3: March 8-9	Spring Weekend 3: June 7-8

Communications

Students are expected to regularly check email and Slack for MDSH communications including weekend reminders and program updates.

Classrooms

All of the Year 1 MDSH in-person classes will be held in lecture halls CHS 43-105 or 33-105 unless otherwise noted. Updates on the specific classrooms will be provided prior to the weekend sessions via email and Slack.

Refreshments

There is a rolling cart designated for the MDSH cohort, equipped with a basic coffee and tea, snacks, and supplies. During Orientation, you will be given a MDSH reusable tumbler. Please bring your MDSH tumbler with you to class to enjoy coffee or tea. Note that the program only provides plates, cups, utensils, etc. for meals provided by the program.

Meals

Each class weekend will provide at least one meal (breakfast or lunch). You will be informed ahead of time via email and Slack. Students are responsible for other meals and may bring their own food and drinks (microwaves and vending machines are available on the first floor of CHS just outside the D Elevators) or purchase from a local eatery. In most eateries on campus, if you show your BruinCard or tell them that you are a student, you will not have to pay sales tax. See “Campus Services & Resources” section below for restaurant and convenience store options. Note that some campus restaurants are closed on weekends.

Registration & Tuition

Admission, Registration & Enrollment

Each applicant admitted to a graduate program at UCLA receives an online official offer letter of admission containing their UCLA ID (UID) number, a link to the online Statement of Intention to Register (SIR), and a Statement of Legal Residence.

Once these are submitted online, the admitted applicant is entered in the Registrar’s database through MyUCLA. If a final transcript, degree diploma, or other documentation confirming the undergraduate degree was requested on the checklist accompanying the admission letter, it must be delivered to the Fielding School of Public Health Student Affairs Office through email (admissions@ph.ucla.edu) or via mail (see below) as soon as possible to ensure continuing registration and enrollment as a graduate student at UCLA.

UCLA Fielding School of Public Health c/o Michelle Garcia
650 Charles E. Young Drive S., Room 16-068
Los Angeles, CA 90095

Registration consists of paying fees and enrolling in classes. Registration fees and other University charges are paid through BruinBill. BruinBill is an electronic bill (eBill) that students can view in MyUCLA. After enrollment is processed, study lists may be viewed in MyUCLA.

Enrollment times determine when you can enroll in classes for the next quarter. You can find your enrollment appointment on your Study List page. Reminders to enroll will also be sent out via email once enrollment appointments open; however, it is your responsibility to ensure you enroll in classes in a timely manner. Delaying enrollment can cause you to miss important class announcements, receive additional enrollment restrictions, and result in additional fees.

Here are the steps to enroll in a class:

- Log in to MyUCLA <https://my.ucla.edu/>
- Select “Classes,” then under “Plan and Enroll,” select “Class Planner”
- From this screen, under the search, put in “Biostatistics” for Enter Subject Area. You should be able to select your class in the box below.
- Click the white box under Select Lecture 80 (80 is used for all MDSH classes), then add class to plan.
- Click the pencil under Change, and select Enroll (on the right side).

Graduate students must be either registered and enrolled or on an official leave of absence every term until their degrees are awarded. As an exception, certain graduate students may be eligible to pay the filing fee. Failure to register or be on an official leave of absence for any term constitutes withdrawal from UCLA. Students who wish to discuss a leave of absence or filing fee need to speak with the program for more information.

MyUCLA

MyUCLA gives UCLA students, and those who have been students within the past 10 years, real-time access to their university academic, personal, and financial records. Access is based on students' UCLA username/password.

Contact Information

Any changes to your personal contact information (i.e. primary email address, mailing address, phone number) must be changed through MyUCLA. This method will update your information university-wide. You must also notify the MDSH Program Office separately. Please email mdsh@ucla.edu when you make personal information changes on MyUCLA.

Tuition/Paying Registration Fees

For the 2024 entering cohort, MDSH tuition is \$1,250 per unit, or \$30,000 for the academic year. Tuition covers the cost of registration and enrollment. Tuition can be paid in three payments during each academic year. Students may review their BruinBill account at any time through MyUCLA and make payments by University deadlines. These online payments may include BruinPay Plan, eCheck, MasterCard, Discover or American Express (with a 2.75% base transaction). Payments by cash can only be made in-person at the Administrative Main Cashier Office (1125 Murphy Hall) at their customer service windows.

BruinBill

UCLA uses a readily accessible financial system, known as BruinBill, to assist students in managing their account and to generate fellowship stipend, loan, and other need- and merit-based aid payments. The University records all billing (such as tuition, non-resident supplemental tuition, and Student Health Services charges) and all UCLA aid payments through the BruinBill system. Each month, students need to review transactions posted to their BruinBill account using MyUCLA.

With BruinBill, aid funds (including ASE and RA fee remissions, fellowships, training grant payments, loans, and other awards) will automatically apply towards the payment of fee and tuition bills. For students who have a fellowship package from their department or the Graduate Division that fully covers fees and tuition, these charges will be automatically paid through BruinBill. Any remaining funds after their bills have been paid will be disbursed as a credit refund through BruinDirect.

BruinDirect: Electronic Deposit of Funds

Students who have not signed up for BruinDirect will have all refund checks mailed to them and will likely experience a delay of several days in receiving their checks. If you have applied for Financial Aid, we highly recommend you sign up for BruinDirect to assure you receive any refund owed to you as quickly as possible. Sign up for BruinDirect through MyUCLA:

1. Go to my.ucla.edu
2. Sign in and click on BruinBill (under the Finances and Jobs section)

3. Click “Continue to BruinBill”
4. Click on the link at the bottom of the page that reads “Sign up for My BruinDirect”

Financial Support

Financial Aid

Students may qualify for federal student loans by completing the FAFSA, which is available on the [UCLA Financial Aid website](#). Applications are accepted even after the deadline. Financial aid notices are issued mid-July and continue throughout the academic year. Funding based on financial need is available to U.S. citizens and permanent residents and includes loans and work-study awards. Ensure all required documents are submitted before the start of the quarter. Aid is disbursed about a week before the first class weekend. Non-eligible students may borrow up to \$4,000 through alternative means. For more information, visit [UCLA Financial Aid](#) or call (310) 206-0400.

MDSH Scholarships

The MDSH Program offers annual scholarships equivalent to half of tuition to MDSH students based on merit, diversity, and need. Applications will become available during the Spring quarter for the following academic year. For incoming MDSH students awarded a scholarship, the scholarship continues in the second-year contingent upon satisfactory degree progress. A limited number of scholarships will be awarded to second-year students. The scholarship is paid in the form of tuition credit in BruinBill, distributed equally each quarter.

Sallie Mae Graduate School Scholarship Tool

Sallie Mae has a tool to help find scholarships for graduate school at <https://www.salliemae.com/scholarships/types/graduate-students/>.

Academic & Professional Advising and Resources

Academic Advisor

As an MDSH student, you will be assigned an academic advisor who is a faculty member of the Department of Biostatistics. For general questions about enrollment, tuition, and career development opportunities, please reach out to the SAO or the Program Director. In addition to your formal academic advisor, faculty may be willing to serve as informal advisors and are excellent resources for career and competency development.

Professional Advising and Resources

The MDSH program sends out campus, university-wide, and industry opportunities often. Students should carefully monitor email and Slack to take advantage of the many professional development, internship, and job opportunities.

The UCLA Career Center provides information and resources for masters students on their website: <https://career.ucla.edu/channels/masters-students/>

You are highly encouraged to access the FSPH Career and Professional Development Office (CPDO) website and services. CPDO has a wealth of online and in-person resources. Please familiarize yourself with their website: <https://ph.ucla.edu/students/student-career-professional-development>

Log in to the self-serve modules for CPDO trainings on BruinLearn to access recorded workshops and materials. Training topics include career planning, skill analysis, job search, interview resources, application materials, salary negotiation and more. The BruinLearn page can be accessed here: <https://bruinlearn.ucla.edu/enroll/YEPYHE>

Sign up for the CPDO Slack channel and UCLA Handshake app for information about jobs, internships, GSR/TA opportunities, and workshops. Slack: <https://ucla-ph.slack.com/> Handshake: <https://ucla.joinhandshake.com/login>

Letters of Recommendation

As students identify future career opportunities, they may find themselves in need of letters of recommendation. Faculty can serve as potential resources.

To allow a faculty member to consider writing a letter of support on your behalf, they require evidence of your skills as realized by your course participation and engagement and your past and future interests and goals. Your initiative in cultivating relationships with your faculty to explore career and professional development will allow them further insight into your strengths. A minimum of one month should be allowed for adequate time to compose a well-crafted letter on your behalf.

Professional Societies

We highly encourage students to take advantage of student membership in professional societies. They offer student membership at very low prices or even free. Membership offers free subscriptions to journals and substantial discounts to attend conferences, which are great venues for extending your professional network.

- **American Statistical Association (ASA)** When joining ASA, you can choose one or more local chapters, so you don't miss any local events including career fairs. Many students use the Joint Statistical Meeting (JSM) [career services](#) to find jobs. [Student membership](#) \$30.
- **American Public Health Association (APHA)** serves as a convenor, catalyst and advocate to build capacity in the public health community. [Student membership](#) \$90.
- **Institute of Mathematical Statistics (IMS)** is an international organization representing wide-ranging interests in statistical research. [Student membership](#) is free.
- **International Chinese Statistical Association (ICSA)** holds a special JSM (Joint Statistical Meeting) partnership. [Student membership](#) is free.

Program Expectations & Policies

MDSH Courses

Students will start the program together and move through each quarter as a cohort. The MDSH is a two-year, 48-unit program, consisting of a public health foundation course (4 units), MDSH core courses (24 units), MDSH electives (16 units), and a data science capstone course (4 units). For more information on courses, visit: <https://mdsh.ucla.edu/curriculum/coursedescription/>

MDSH students typically take 2 courses per quarter and complete the program in 6 academic quarters (20 months).

Only classes taken for a letter grade will count towards MDSH requirements. Classes taken satisfactory/unsatisfactory (S/U) will not count towards MDSH requirements and will result in having to repeat the course(s).

Mixed Enrollment (Non MDSH-Courses)

Mixed enrollment refers to taking courses outside of the MDSH program. This may be within the Biostatistics Department or in another department. The cost of these classes is \$1250/unit and is not included in the MDSH tuition. Mixed enrollment courses do not count towards MDSH graduation. Students must be in good academic standing to take courses outside of the MDSH program.

UCLA Academic Integrity

With its status as a world-class research institution, it is critical that the University uphold the highest standards of integrity both inside and outside the classroom. As a student and member of the UCLA community, you are expected to demonstrate integrity in all of your academic endeavors. Academic dishonesty includes, but is not limited to, cheating, fabrication, plagiarism, multiple submissions, or facilitating academic misconduct. Visit www.deanofstudents.ucla.edu/Academic-Integrity and familiarize yourself with UCLA's policies and expectations of academic integrity.

With the new rise in AI tools and their applications to academic assignments, the University has released guidance and resources related to the use of AI: <https://genai.ucla.edu/>

Please refer to your course syllabi at the start of each quarter, as each faculty member is responsible for curating their own policy regarding the use of AI tools. If there is no policy clearly stated, be sure to cite any writing you pull from an AI tool website. For tips on how to cite your sources properly, visit <https://apastyle.apa.org/style-grammar-guidelines>.

For additional tips on how to avoid plagiarism, visit <https://registrar.ucla.edu/registration-classes/enrollment-policies/class-policies/plagiarism-and-student-copyright>.

Standard of Scholarship

UCLA requires at least a B (3.0) grade point average for all graduate courses to be applied toward advanced degrees. A student is considered in probationary status and subject to dismissal if the cumulative scholarship in all work attempted falls below a 3.0 or if the student's work in any two consecutive terms falls below a 3.0 Average. If allowed to continue in probationary status, the student is required to make expeditious progress toward improvement in scholarship through development of an academic progress contract supported by the student's Academic Advisor. The Associate Dean of Student Affairs must then support a student's appeal to continue graduate study.

Incompletes

The instructor assigns the grade "I" when a student's work is of passing quality but is incomplete for good cause. A student may remove the "I" and receive unit credit and grade points by satisfactorily completing the course work consistent with a plan specified with the instructor. If the work is not completed by the end of the next quarter of residence, the "I" grade will automatically be replaced with the grade of "F" (1.0). If

an “I” grade has lapsed to an “F,” the student may be able to complete the course in a subsequent quarter with the permission of the instructor and receive the appropriately earned grade assigned. Until that time, the “F” grade appears on the record and 1.0 is calculated in the grade point average. For detailed information, please refer to the Standards and Procedures for Graduate Study:

<https://grad.ucla.edu/academics/>

Dropping / Waiving a class

MDSH is a cohort program and as such, classes are fixed. In the event that a student anticipates the need to drop a course, the student must first discuss with the SAO and Program Director.

Students who have a degree from a CEPH-accredited public health school or program are waived from Public Health C201 but must take an additional elective from the program’s approved list to reach the 48 units required for the program. Work with the SAO and Program Director if you would like to waive out of C201.

Academic Behavior

On average, taking two courses per quarter, MDSH students spend 16 hours per week on course preparation and assignments in addition to 4 hours of lecture per week per class. Each faculty will thoroughly explain their objectives and requirements. Students are expected to conform to the UCLA culture and guidelines to create a positive learning environment, including:

- Completing all reading, preparation, and assignments in a comprehensive and thorough manner prior to class
- Reviewing and complying with assignment instructions
- Submitting assignments on time
- Actively participating and engaging during class discussion and group assignments
- Attending all class sessions (in-person and online)
- Collaborating with fellow students
- Respecting instructors and fellow students

Code of Conduct

Students, faculty and staff at UCLA are expected to adhere to all applicable laws relevant to non-discrimination, sexual or gender harassment, academic honesty, etc. Please view the Student Code of Conduct <https://www.deanofstudents.ucla.edu/student-conduct-code>

Campus Services & Resources

Restaurants and Convenience Stores

Campus Locations: <https://www.asucla.ucla.edu/locations> (South and Central campus are closest) and hours <https://www.asucla.ucla.edu/hours>

- **Ackerman Student Union** has restaurants and a large convenience store that sells drinks, snacks and microwaveable meals. There are microwaves and utensils available. Open 7-days, check link for specific restaurants.
- **Café Synapse**, located directly across Charles E Young Drive in the Gonda Center, offers coffee specials, salads, pizzas, healthy grain bowls, and specialty sandwiches M-F from 7am-3pm

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- **Café Med**, located on the first floor of CHS, Court of Sciences, offers sushi, sandwiches, a salad bar, and the grill with hours M-F from 7am-2pm
 - **Health Sciences Bookstore** located near the cafeteria in the central courtyard of the Center for Health Sciences sells drinks, snacks, and microwaveable meals. M-F 8am-6pm, Sat. 11am-3pm.

Westwood (off campus) has a number of dining options open for a wider range of hours and on weekends. The closest option is Ralph's which has a full deli and prepared food options.

BruinCard

BruinCard is a multi-purpose card that serves as your official UCLA student ID, library card, and entry key into the Fielding School of Public Health during class weekends and can be used as a pre-paid debit card for purchases on and off campus. All MDSH students are required to have a BruinCard.

You must apply for your BruinCard by August 31, 2024. Submit your photo for your BruinCard (requirements here: <https://bruincard.ucla.edu/submit-photo>). The MDSH program will pick up the BruinCard for you and distribute to you during the MDSH Orientation. If you are unable to attend the MDSH Orientation or submit your photo after August 31, you will be responsible for picking up your BruinCard from the BruinCard office.

Bruin Learn (Canvas)

Bruin Learn provides students and faculty a single workspace that integrates information, resources, and outputs. You will access course content (syllabi, lecture slides, course readings, assignments, etc.) through each course's collaboration site. Please remember to save all your files/materials at the end of each quarter, as each course will regenerate every year and you will no longer have access to previous course material.

<https://bruinlearn.ucla.edu/courses/288>

Libraries

As one of the top five research libraries in North America, the UCLA campus-wide network of libraries serves programs of study and research in many fields. With more than eight million volumes and nearly 80,000 magazines and academic journals, the library has world-class collections of contemporary works as well as rare books and manuscripts. The UCLA Library system comprises the Charles E. Young Research Library, the College Library, and eight specialized subject libraries. The BruinCard serves as the library card for UCLA students, faculty, and staff. Users will need to have their account activated the first time they attempt to check out materials; this can be done at the circulation desk in any campus library.

<https://www.library.ucla.edu/>

BruinBus

The BruinBus is a year-round bus serving the UCLA campus and Wilshire Center. The BruinBus complimentary campus service operates buses that are clean, wheelchair accessible, air-conditioned and environmentally conscious. For bus routes, schedules and stops visit:

<https://transportation.ucla.edu/getting-around-campus/bruinbus>

Dashew Center for International Students & Scholars

The Dashew Center functions as the central hub to provide international students, scholars, and their departments with visa services, resources, support and advocacy on campus. The Dashew Center aims to serve the entire UCLA community by promoting the values of creating global connection, international understanding and cultural sensitivity. <https://internationalcenter.ucla.edu/>

Ashe Center

The Arthur Ashe Student Health and Wellness Center is devoted to providing quality, accessible, state-of-the-art healthcare and education to support the unique development of UCLA students. Their [comprehensive services](#) include Primary Care, Gynecology Services, Immunizations, Travel Medicine, Physical Therapy, Specialty Clinics, Radiology & Laboratory, and Acupuncture. The Ashe Center also offers a full-service optometry center, [U See LA Optometry](#), on Ackerman B-Level and the [Bruin Health Pharmacy](#) on Ackerman A-Level. <https://www.studenthealth.ucla.edu/>

Ombuds Services

The mission of the Office of Ombuds Services is to ensure that all members of the University community receive confidential, fair, and equitable treatment in matters of concern or complaint. The Ombuds persons facilitate communication when conflict arises and provide the opportunity for informal dispute resolution. <https://www.ombuds.ucla.edu/>

University Credit Union

This on-campus credit union offers free checking, on-campus ATMs, student loans, and computer & car loans. As a student, you are able to join the University Credit Union. It offers a variety of banking services, including low rates on student loans, car loans, and mortgages to their members. Once you belong to the Union, you are a member for life, regardless of your student status. <https://www.ucu.org/Join/About-Us/University-Communities/UCLA>

Student Discounts

The Central Ticket Office (CTO), (310) 825-2101, sells tickets for all campus athletic and entertainment events. In order to obtain discounts for which students are eligible, you must present your BruinCard at the time of purchase so that your status may be validated. CTO also sells bus passes and tickets to movies and other off-campus athletic, cultural, and entertainment events. You can also purchase discount tickets for various Southern California attractions, such as Universal Studios, Disneyland, and Magic Mountain. In addition, most Westwood Village merchants and local movie theaters offer student discounts.

For those seeking to purchase personal computers and software, the ASUCLA Computer Store offers educational discounts on computers, equipment, and name-brand software. Please visit www.uclastore.com for computing-related prices and information.

Graduate Student Resource Center

The UCLA Graduate Student Resource Center, located in the Student Activities Center, is a one-stop resource, referral, and information center for graduate students. It offers programs and workshops, drop-in counseling, a web and in-house resource library, meeting and study space, and the opportunity for social interaction. More information can be found on their web site at <http://www.gsrc.ucla.edu>.

Health & Wellness

Center for Accessible Education (CAE)

Services are designed to meet the unique educational needs of regularly enrolled students with documented permanent and temporary disabilities. The philosophy and mission of the program are to encourage independence; assist students in realizing their academic potential; and facilitate the elimination of physical, programmatic, and attitudinal barriers. The CAE staff is available to assist students in successfully meeting educational challenges. A good introduction to the CAE, explaining how the CAE works and how to obtain services, is available in the CAE Student Handbook. For a copy, log on to the website <https://cae.ucla.edu/>.

Mental Health Resources

UCLA has resources to help support you through challenging times. If you ever need someone to talk to and would prefer to speak with a professional, the UCLA Counseling & Psych Services team is more than equipped to be that someone for you. Visit: <https://counseling.ucla.edu/>.

For academic support, the UCLA Graduate Student Resource Center offers many resources for students, including writing and public speaking workshops. <https://gsrc.ucla.edu/>

The MDSH Administration is here to support you. If you ever need anything or don't know where to start, reach out to Chandler, your SAO, who is more than happy to troubleshoot and connect you with campus resources.

Exercise and Recreation

MDSH Students can obtain a gym membership for free starting the first day of fall quarter. UCLA Recreation offers state-of-the-art fitness workouts, masters swim workouts, intramural and club sports, dozens of recreation classes, water sports at the Marina Aquatic Center, and open recreation at most campus facilities. Across from the Ackerman Student Union, you will find the Wooden Fitness Center. The BruinCard is required to enter the Center. This facility offers many different types of fitness and recreation classes, as well as various exercise machines and a full weight room. For information, contact Cultural and Recreational Affairs (310) 825-3701 or visit www.recreation.ucla.edu.

Lodging

If you do not live in the LA area and will require lodging while attending in-person classes, the following options are located on campus or in Westwood.

UCLA Meyer and Renee Luskin Conference Center
425 Westwood Plaza
Los Angeles, CA 90095 (855) 522-8252
<https://luskinconferencecenter.ucla.edu/>

UCLA Guest House
330 Charles E. Young Drive East,
Los Angeles, CA 90095
(310) 825-2923
<http://guesthouse.ucla.edu/>

UCLA Tiverton House
900 Tiverton Ave
Los Angeles, CA 90095
(310) 794-0151
<https://www.uclahealth.org/tiverton/>

Campus Safety

UCLA Bruins Safe Online

Bruins Safe is an essential tool to enhance your safety at UCLA. The app will send you important safety alerts and provide instant access to campus safety resources. BruinsSafe is the official mobile safety app of UCLA. We strongly encourage you to install the app on your smartphone. <https://bso.ucla.edu/>

Bruins Safe benefits include:

- Safety notifications: Receive instant notifications and instructions from campus safety when on-campus emergencies occur.
- Emergency help: Contact campus safety staff quickly for help in an emergency.
- Campus safety resources: Access all important safety resources in one convenient app.

To report an emergency, call 911. Non-emergency calls can be reported to the UCLA Police Department at (310) 825-1491 (<https://police.ucla.edu/>). The UCLA Police Department offers a variety of information on community outreach, crime prevention, and safety and security services.

Campus Escort Service

Campus Security Officers are available for a walking escort free of charge to students, faculty, staff, or visitors 365 days a year from dusk until 1 a.m. The campus escort services are provided between campus buildings, local living areas, and the Westwood Village within the approximate boundaries of Sunset Boulevard to the north, Hilgard Avenue to the east, Wilshire Boulevard to the south, and Veteran Avenue to the west. You may call the provided number for a campus escort. Please allow fifteen to twenty minutes for your campus escort to arrive. <https://police.ucla.edu/cso/evening-escorts> or **(310) 794-WALK**

UCLA SafeRide

The UCLA SafeRide provides a safe means of transportation around campus during **evening hours M-F**. The vans provide transportation between campus buildings, on-campus housing, and nearby residential areas. The service is free for UCLA students, employees, and visitors. Route maps and link to downloadable app are available: <https://transportation.ucla.edu/getting-around-campus/nighttime-safety-mobility>

Office of Equity, Diversity and Inclusion (EDI)

The EDI team is comprised of several units. Collectively, these units are responsible for realizing EDI's mission to uphold dignity for all. For detailed information on offerings, visit: <https://equity.ucla.edu/>

Title IX/Sexual Harassment

Every member of the University community should be aware that the University will not tolerate sexual harassment and that such behavior is prohibited both by law and by university policy. The University will take whatever action is necessary to prevent and correct such behavior and, if appropriate, discipline persons whose behavior violates this policy. For more information on disciplinary actions, visit the website of the Dean of Students <https://deanofstudents.ucla.edu/>.

Any student who believes that she or he has been sexually harassed may contact a Sexual Harassment Information Center counselor for help and information. Complete details on contacting a counselor and a link to the complete UC policy on sexual harassment are available on the Dean of Students' website. Scroll down to "Student Conduct" and then select "Responding to Reports of Sexual Harassment."

Emergency Situations and Emergency Preparedness

No one knows when an emergency will occur, so everyone should understand basic safety practices. Be prepared to respond safely to fire, earthquake, or other emergency situations. For more information visit Student Affairs Emergency Preparedness <https://emergency.studentaffairs.ucla.edu/>.

Parking & Transportation

Transportation

UCLA highly encourages use of public and alternate transportation. Please visit www.transportation.ucla.edu to learn more about alternate methods of getting to campus and for more info about public transportation to Westwood.

Parking

Current and incoming UCLA graduate students are eligible for student parking. The closest parking lot is Parking Structure 8. You will need to purchase a daily permit online using the Bruin ePermit system. Students are responsible for parking costs during on-campus weekend sessions, seminars, and events. For more information, visit: <https://www.transportation.ucla.edu/bruin-epermit-system>.